# Appendix A

## Demo/Dispo Submodule
## Quick Reference Guide

# Appendix A

## Quick Reference Guide (HA Submission)

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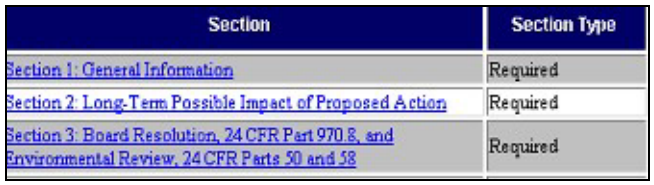
|---|---|
| 1. Log on to PIC. | |
| 2. Access the **Demo/Dispo Submodule**. | |
| 3. Create/Complete an application. |  |
| 4. Attach Supporting Documents. | |
| 5. Review Quality Checklist. | |
| 6. Submit application for SAC approval. | |

### *After SAC Approval and Completion of the Action:*

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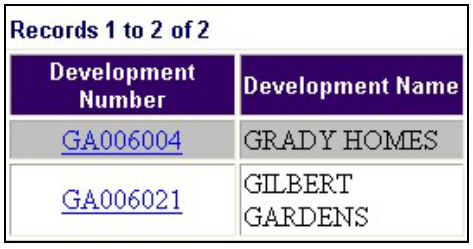
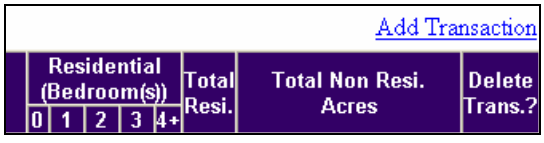
|---|---|
| 7. Go to the **Remove from Inventory** tab in the **Demo/Dispo Submodule**. | |
| 8. Select the appropriate development. |  |
| 9. Add a transaction to propose the removal of buildings/units from inventory. |  |

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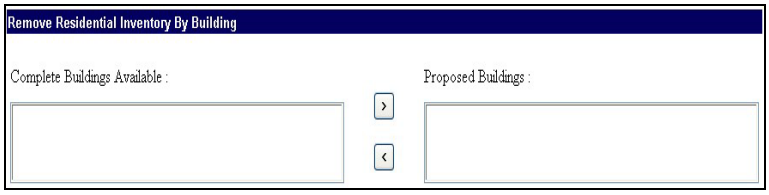
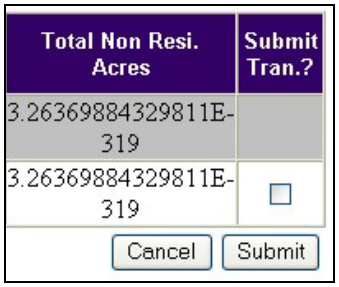
|---|---|
| 10. Select the buildings/units to include with the transaction.<br><br>***Note:*** *The system enables you to cut multiple buildings/units from the available inventory box and paste them into the Proposed for Removal from Inventory box. You do not have to select the buildings/units individually.* |  |
| 11. Click the Submission subtab. | |
| 12. Submit the transaction for review.<br><br>*After submitting the transaction, you cannot edit it unless it gets rejected by the HA Executive Director or the field office.* |  |

# Appendix A

## Quick Reference Guide (HA Review)

### *After SAC Approval and Completion of the Action:*

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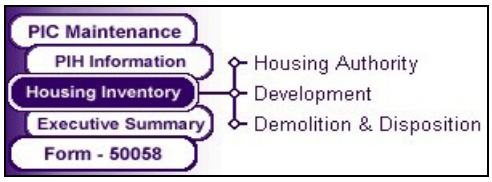
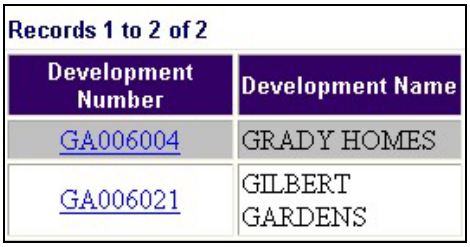
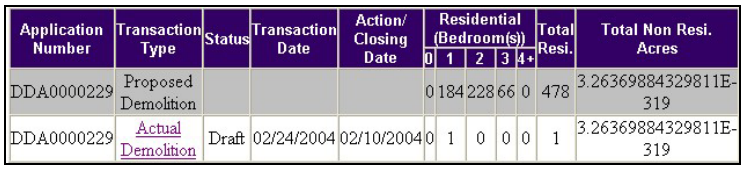
|---|---|
| 1. Log on to PIC. | |
| 2. Access the **Demo/Dispo Submodule**. |  |
| 3. Click the **Remove from Inventory** tab. | |
| 4. Select a development. |  |
| 5. Click the Review subtab. | |
| 6. Select a transaction to review. |  |
| 7. Approve/Reject the transaction(s) for submission to the field office.<br><br>*After you approve the transaction for field office submission, you cannot edit it.*<br><br>*If you reject the transaction, the HA regains the ability to edit the submission.* | |

# Appendix A

## Quick Reference Guide (Field Office Review/Approval)

### *After SAC Approval and Completion of the Action:*

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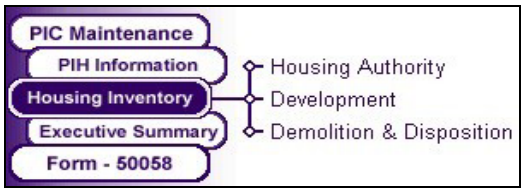
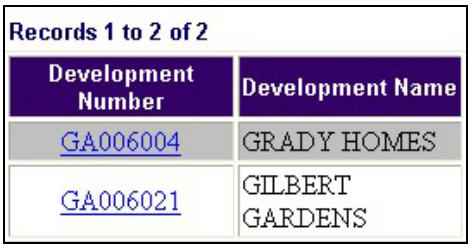
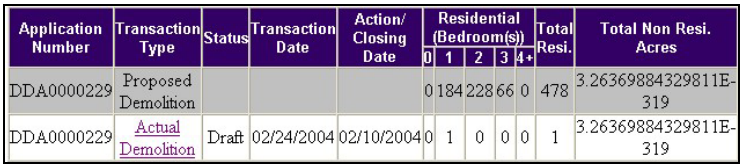
|---|---|
| 1. Log on to PIC. | |
| 2. Access the **Demo/Dispo Submodule**. |  |
| 3. Click the **Remove from Inventory** tab. | |
| 4. Select a development. |  |
| 5. Click the Approval subtab. | |
| 6. Select a transaction to review. |  |
| 7. Review the proposed transaction(s) and decided whether to approve or reject.<br><br>*If you approve the transaction, the building/units included are removed from the PIC inventory.*<br><br>*If you reject the transaction, the HA regains the ability to edit the submission.* | |